



## **Arizona State Board for Charter Schools 2003-2004 Application**

Arizona State Board for Charter School  
Executive Tower  
1700 West Washington Street  
Phoenix, Arizona 85007  
Phone 602-364-3080  
Fax 602-364-3089

### **PLEASE CONTACT THE STATE BOARD FOR CHARTER SCHOOLS FOR CURRENT REQUIREMENTS**

Thank you for your interest in applying for a charter from the Arizona State Board for Charter Schools. Enclosed are the instructions and forms necessary for making application to begin operation for school year 2003-2004.

In addition to the application itself, it is important for you, as an applicant, to understand the charter school law and the requirements of applying for and operating a charter school.

- The charter school law contained in Title 15 of the Arizona Revised Statutes is available at [www.azleg.state.az.us/ars/15/title15.htm](http://www.azleg.state.az.us/ars/15/title15.htm). Sections 15-181 through 15-189 must be adhered to, along with any other statutes referenced within these sections.
- Additionally, revised statute regarding fingerprinting within the charter school can be found at [www.azleg.state.az.us/legtext/45leg/5s/bills/sb1008s.pdf](http://www.azleg.state.az.us/legtext/45leg/5s/bills/sb1008s.pdf).

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### Basic steps in the application process:

1. Submit 1 unbound original and 15 bound copies of a complete application on or before December 13, 2002.
2. Not more than 15 business days after receipt of the application, the applicant will be notified if the application is not complete.
3. If your application is not complete, you may submit a new application, as long as the deadline of December 13, 2002 has not passed, or wait until the following year.
4. All complete applications will be submitted to a three-member review committee for scoring. Identifying information pertaining to the applicant will be deleted prior to the submission of the application to the review committee. Applications will be scored independently first. A consensus score with comments will be developed and submitted to the Board.
5. All scored applications will be forwarded to the Board for consideration with the results of the background and credit checks.

## Instructions

Completely prepare the application using the format and timeline provided. Applications can be mailed or delivered to the:

**Arizona State Board for Charter Schools**  
**4105 North 20<sup>th</sup> Street, Suite 280**  
**Phoenix, AZ 85016**

### **Format of Application:**

Information must be provided on the required forms and may be downloaded from the Board's web page at [www.asbcs.state.az.us](http://www.asbcs.state.az.us) under Applicant Resources. Complete applications contain the requested information, answers to all questions, and all attachments. Incomplete applications will not be forwarded to the Board for consideration. Please provide 1 unbound original and 15 bound copies (e.g. binder clip).

### **Application Timeline:**

Applications may be submitted throughout the year to the Arizona State Board for Charter School's office. ***The final deadline for the 2003-2004 fiscal year applications will be Friday, December 13, 2002.***

Applications will be reviewed for completeness and applicants will receive written notification of deficiencies postmarked not more than 15 business days after the receipt of the application. Incomplete applications will not be forwarded to the Board. An applicant may submit a new application, if time remains, prior to the final deadline. It is for this reason that applicants are strongly encouraged to submit the application more than 15 business days prior to the final deadline of Friday, December 13, 2002.

Complete applications will be forwarded to an independent review committee for scoring. This committee is comprised of individuals from the field. Identifying information pertaining to the applicant will be deleted prior to the submission of the application to the review committee. The reviewers will be scoring each application pursuant to the scoring rubric attached to this application. Results of the review will be forwarded to the Board, along with the full application and the results of the credit, fingerprint, and background checks. The Board will make its determination of whether to grant the charter based upon all these components.

Applicants will be notified of the date, time, and location of the Board meeting in which their application will be presented. Applicants should be prepared to make a brief presentation to the Board and the Board may ask questions as deemed appropriate. The Board may accept or reject the application for a charter at its discretion.

## **Application**

As you complete the application, please keep in mind 1) the Scoring Rubric to be used by the review committee [Appendix 2] and 2) the overall consistency of the application. Each application is unique and should represent your mission and philosophy throughout the educational and business plan. Applicants are encouraged to use the Scoring Rubric as well as the information below to ensure a complete application is submitted.

**All information presented in this application, if approved, becomes part of the charter contract and will be used for accountability purposes throughout the term of the charter contract.**

### **1) Cover Sheet – Attachment A**

Use this form to provide information on the Proposed School Name, the Applicant's Name, and the Table of Contents for your application.

### **2) Title Page - Attachment B (A.R.S. 15-183)**

Enter the name of the applicant and the name and mailing address of the individual that will serve as the authorized agent on behalf of the entity/individual seeking the charter. In addition, please provide the form of organization that is seeking the charter and the membership of the governing body of your school.

### **3) Target Population - Attachment C (A.R.S. 15-183.A)**

Use this form to provide information on the school's mission, grade levels to be served, school calendar, and facilities.

### **4) Comprehensive Program of Instruction (A.R.S. 15-183.E.3)**

In evaluating the scope of the application, it may be the determination of the Board to approve a portion of the population to be served (i.e. K-8 or 9-12 and not an entire K-12 program). Therefore, if the application is for both an elementary and secondary program, the sections below should be separated for the purpose of describing an elementary and secondary program.

#### **➤ Curricular Emphasis**

- Please submit a narrative describing the school's program of instruction to include philosophy, methods of instruction, special emphasis and achievement of vision/mission. This section should give the reader the sense of what your school will look and feel like. Narrative may be up to three pages in length.

- Effectiveness Goals - Attachment D (A.R.S. 15-183)
  - The applicant is required to provide information on the school's goals, the objectives for those goals, and measurement criteria for determining progress toward each goal. A form titled Effectiveness Goals has been provided. Goal number 1, Improve student learning, has been started for you as a required goal. Given the program of instruction to be employed at your school, identify the criteria you'll use for measuring achievement for this and every goal for your school. Additional pupil learning goals are encouraged beyond the AIMS & Stanford 9. Other goals may be included, up to three pages.
- As a public school in Arizona, you are required to align your curriculum to the State standards. Provide complete Unit Lesson Plans with Summative Assessments for each of the following:
  - If serving an elementary population – a complete application will include a Reading unit, a Writing unit, and a Math unit for each of the grades 3, 5, and 8 that are served.
  - If serving a high school population - a complete application will include a Reading unit, a Writing unit, and three (3) Math units to include Standards 2, 3, and 4.
  - If you are not serving grades 3, 5, 8, or high school, a Reading, Writing, and Math unit for each grade level to be served should be submitted.

***Lesson Plans and Assessments should reflect alignment both to the State standards and to the Program of Instruction described in this application.***

- Discussion and examples of how the Program of Instruction will be monitored to include
  - Dissemination of information to teachers
  - Tracking of students' progress toward mastery of State standards over time
  - Integration of Standards into instructional practices

## **5) Detailed Business Plan (A.R.S. 15-183)**

Applicants are to submit a detailed business plan. The components of this plan are listed with individual instruction on each component below:

- Start-up Plan & Start-up Budget
  - Indicate the timeframe for facility acquisition, hiring personnel, adopting policies and procedures, and recruiting from the issuance of a charter to the receipt of first equalization payment.
- Years 1-3 Operational Plan & Operational Budget-Attachment E
  - This narrative should include a marketing plan, management plan, financial plan and strategic plan.
  - Operational Budget should reflect the educational and operational plan described.

**6) USFRCS/Procurement Exemption (A.R.S. 15-183.E.6)**

- Optional- If the applicant chooses to follow the Uniform System of Financial Records for Charter Schools and Procurement Rules, no information is needed.
- Applicants seeking an exception must provide a one page narrative of alternative procedures to be followed in lieu of the USFRCS and/or State Procurement laws.

**7) Organizational Structure and Governing Body (A.R.S. 15-183)**

- Provide a narrative that explains the organizational structure and provide an organizational flow chart.

**8) Background information sheet and resume for each authorized agent, governing body member, and any individuals responsible for the day-to-day operations of the school - Attachment F**

**9) Affidavit for background check for each authorized agent - Attachment G**

Affidavits should be submitted with the original application only.

**10) Fingerprint Clearance Card for each authorized agent (A.R.S. 15-183.C.4)**

- A copy of the front and back of a valid Fingerprint Clearance Card or a copy of the Fingerprint Clearance Card application that has been submitted to DPS must be submitted with the original application.

Pursuant to statute, all applicants must have a Class 1 or Class 2 Fingerprint Clearance Card prior to the issuance of a charter. The Board will not consider your application until each authorized agent for this application has obtained their clearance card and submitted a copy to the State Board for Charter Schools office.

**11) Articles of Incorporation and By-laws for organization seeking a charter.**

**12) Compliance Assurances - Attachment H  
(A.R.S. 15-184, A.R.S. 15-183.E.6, & A.R.S. 15-183.E.2)**

Please review this form, sign and date it, and include it with your application submission.

**13) Additional Information/Letters of Support**

- Optional one page narrative and up to 3 letters of support

**School Name**

**Applicant Name**

[If applicant is a public or private organization (i.e. corporation),  
state name of body or organization.]

**Table of Contents**

I certify all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the charter application process or revocation after award. I understand that incomplete applications will not be considered.

The charter school applicant acknowledges that he/she has read all Arizona statutes regarding charter schools and that, if approved, he/she is subject to and will ensure compliance with all relevant federal, state and local laws and requirements. The charter school applicant acknowledges that if approved to operate a charter school, he/she must execute a charter contract with the Arizona State Board for Charter Schools within twelve months of the date of approval of the charter by the Arizona State Board for Charter Schools and must begin providing educational services within six months of execution of the contract or within eighteen months of approval of the charter, whichever date occurs later. Failure to do so may result in revocation of the charter approval and, if applicable, termination of the contract and revocation of the charter.

\_\_\_\_\_  
Authorized Agent (please print)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

**All information presented in this application becomes part of the charter contract and may be used for accountability purposes throughout the term of the charter contract.**

## Title Page 2003-2004

Name of Proposed Charter School \_\_\_\_\_  
☐ New School ☐ Converted School

Name of Applicant Applying for the Charter \_\_\_\_\_  
 (This may be a public body, private person or private organization A.R.S. 15-183.B.3)

Authorized Agent for Applicant \_\_\_\_\_  
 (This may be the individual applicant or an authorized member of the corporate board)

Authorized Agent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ E-mail: \_\_\_\_\_

Day Time Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Form of Organization	If any member of the corporation or the individual applicant has ever applied for a charter before, indicate below:
<input type="checkbox"/> Non-Profit Corporation	Member Name(s)      Charter Name(s)      Sponsor
<input type="checkbox"/> For-Profit Corporation	_____
<input type="checkbox"/> S-Corporation	_____
<input type="checkbox"/> Partnership	_____
<input type="checkbox"/> Sole Proprietorship	_____
<input type="checkbox"/> Tribal Entity	
<input type="checkbox"/> Other _____	

The governing body of a charter school is responsible for the policy decisions of the school.  
 Please indicate the make-up of this body below.

Governing Body (Body responsible for the policy decisions of the school.) (A.R.S. 15-183.E.8)				
Member Type	Number	Name	Name	Name
Parents				
Teachers				
School Staff				
Corporate				



## Target Population

**Mission Statement: (use only this space)**

	<b>Grades Served</b> Please circle all grades being taught.	<b>Total Number Served</b> Enrollment cap at all campuses and in all grades combined	<b>Sites</b> Number Operating
<b>Year 1</b>	K 1 2 3 4 5 6 7 8 9 10 11 12		
<b>Year 2</b>	K 1 2 3 4 5 6 7 8 9 10 11 12		
<b>Year 3</b>	K 1 2 3 4 5 6 7 8 9 10 11 12		

### School Calendar

☐ Standard

☐ Extended School Year

Instructional Days \_\_\_\_\_

☐ Alternative (please describe in 5 words or less)

Start Date \_\_\_\_\_

\_\_\_\_\_

Complete the following information for each site indicated above. If planning more than one site, attach an additional page with the following information.

If facility arrangements have been made, provide the information below:

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Site/Location Description:

If facility arrangements have not been finalized please provide general information on the location and type of facility planned for your school:

## Effectiveness Goals

<b>Goal</b>	<b>Specific Objectives</b> (What will be measured?)	<b>Measurement Criteria</b> (How you know it worked - means of measuring data, percent mastery, etc.)
1. Improve pupil learning	1.a. Elementary AIMS scores	1.a.
	1.b. Elementary SAT 9 scores	1.b.
	1.c. Secondary AIMS scores	1.c.
	1.d.	1.d.
	1.e.	1.e.
2.		
3.		
4.		

**Charter School Name:** \_\_\_\_\_

	First Year			Second Year			Third Year		
Number of Students (ADM):									
<b>Revenue</b>			<b>Total</b>			<b>Total</b>			<b>Total</b>
State Funding (Equalization Assistance)									
Federal & State Projects									
Private Grants & Donations									
Loans									
Other (Specify) _____									
<b>Total Revenue</b>			\$			\$			\$
<b>Expenses</b>	<b># of Staff</b>	<b>@ Salary</b>	<b>Total</b>	<b># of Staff</b>	<b>@ Salary</b>	<b>Total</b>	<b># of Staff</b>	<b>@ Salary</b>	<b>Total</b>
Salaries			\$			\$			\$
Director (Principal)			\$			\$			\$
Teacher-Regular Ed			\$			\$			\$
Teacher-Special Ed			\$			\$			\$
Instructional Assts			\$			\$			\$
Secretary			\$			\$			\$
Bookkeeper			\$			\$			\$
Other (Specify) _____			\$			\$			\$
Other (Specify) _____			\$			\$			\$
Other (Specify) _____			\$			\$			\$
Employee Benefits									
Travel									
Purchase Services (consultants)									
Purchase Services-Sp. Ed.									
Instructional Aids/Books/Library									
Supplies									
Legal									
Auditor									
Marketing									
Other (printing; postage)									
<b>Total Instruction, Administration &amp; Support</b>			\$			\$			\$

<b>Operations &amp; Maintenance</b>			<b>Total</b>			<b>Total</b>			<b>Total</b>
Supplies									
Phone/Communications									
Custodial Services									
Advertising									
Property/Casualty Insurance									
Utilities									
Rent									
Fees/Permits & dues									
Transportation									
Food Service									
Accounting Services									
Land & Improvements									
Building & Improvements									
Computer Equipment									
Furniture & Other Equipment									
Upgrades (Connectivity)									
Leases/Loan Payments									
Other (security, copier lease)									
<b>Total Operations &amp; Maintenance</b>			\$			\$			\$
<b>Total Expenditures</b>			\$			\$			\$
<b>Total Revenues</b>			\$			\$			\$
<b>Budget Balance (Revenues-Expenditures)</b>			\$			\$			\$

## Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day to day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.\*

Name \_\_\_\_\_

Role in School (list positions with school) \_\_\_\_\_

### Employment History:

Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as it relates to the development of academic programs, operations of a school or a small business, and background in financial management.

### Education History:

Using as much space as necessary below, please provide your educational training (including degrees earned, dates enrolled, and institution) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

### Statement of Intent:

Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

\*The information and resume provided will be subject to verification by the Board.

Instructions: Return this signed and notarized affidavit with the application.

<b>Name</b>	<b>Social Sec. No.</b>
-------------	------------------------

Address			
Street	City	State	Zip

Phone	Date of Birth	Place of Birth
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<p>1. Have you ever been convicted or pled “no contest” for any violation of law other than minor traffic offenses? If either event has occurred, you must answer YES. If the conviction has been set aside, the charges must be disclosed. Please give details on a separate signed, notarized and dated sheet.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>2. Have you ever been convicted of, admitted committing, or are you awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: (1) Sexual abuse of minor, (2) Incest, (3) First or second degree murder, (4) Kidnapping, (5) Arson, (6) Sexual assault, (7) Sexual exploitation of a minor, (8) Contributing to the delinquency of a minor, (9) Commercial sexual exploitation of a minor, (10) Felony offenses involving distribution of marijuana or dangerous or narcotic drugs, (11) Felony offenses involving the possession or use of marijuana or dangerous or narcotic drugs, (12) Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs, (13) Burglary in the first degree, (14) Burglary in the second or third degree, (15) Aggravated or armed robbery, (16) Robbery, (17) A dangerous crime against children as defined in ARS § 13-604.01, (18) Child abuse, (19) Sexual conduct with a minor, (20) Molestation of a child, (21) Manslaughter, (22) Aggravated assault, (23) Assault, or (24) Exploitation of minors involving drug offenses? If YES, submit certified court record and details of incident(s), signed notarized and dated.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>3. Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

With signature below, permission is hereby granted to complete the background and credit check of the individual above for \_\_\_\_\_ Charter School.

I DO SOLEMNLY SWEAR OR AFFIRM THAT THE FOREGOING INFORMATION PROVIDED BY ME FOR RECEIPT OF CHARTER SCHOOL STATUS OF \_\_\_\_\_ CHARTER SCHOOL IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, SHOULD ANY PART OF THE INFORMATION HEREIN PROVIDED PROVE TO BE FALSE, I RECOGNIZE THAT IT SHALL BE JUST CAUSE FOR DENIAL OR REVOCATION OF CHARTER STATUS OF \_\_\_\_\_ CHARTER SCHOOL BY THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS.

**Applicant's Signature**

Subscribed and sworn before me this      day of \_\_\_\_\_ Year \_\_\_\_\_.

County of \_\_\_\_\_ State of \_\_\_\_\_.

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

**Arizona State Board for Charter Schools  
Compliance Assurances**

**Admission Procedures** A.R.S. §15-184

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. There are no tuition or fees charged for attending \_\_\_\_\_ Charter School.

\_\_\_\_\_ Charter School will admit all eligible pupils who submit a timely application. A charter school shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level or building will be selected for the available slots through an equitable selection process, such as a lottery, except that preference shall be given to siblings of a pupil. After the application deadline, pupils for any remaining slots or from a waiting list will be accepted in chronological order.

These admission procedures have been approved by the Arizona State Board for Charter Schools. If you have other administrative details of how you intend to facilitate acceptance of applicants to your school, they should not be in conflict with the language noted above.

**Electronic Data Submission** A.R.S. §15-183.E.6

\_\_\_\_\_ Charter School will have the technology and ability to meet all of the electronic data submission requirements for charter schools.

**Nonsectarian Statement** A.R.S. §15-183.E.2

\_\_\_\_\_ Charter School is nonsectarian in its programs, admission policies and employment practices and all other operations.

**Special Education/Exceptional Student Services Training**

The applicant/authorized signer for \_\_\_\_\_ Charter School will take a one-day Special Education training class sponsored by the Arizona Department of Education subsequent to signing the contract, but prior to the first day of instruction.

\_\_\_\_\_  
Authorized Agent (please print)

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date

## **Terms to Know**

**Applicant** – The applicant may be a public body, private person, or private organization (A.R.S. 15-183.C).

**Authorized Agent/Member** – Must be an appropriately authorized individual per Articles of Incorporation or By-laws to contractually bind the organization. This individual would be the primary point-of-contact for communications regarding the application and presentation.

**Charter Contract** – A legally binding agreement between the Arizona State Board for Charter schools and an approved applicant. A sample contract may be viewed at <http://www.asbcs.state.az.us/asbcs/pdf/contract.pdf>.

**Governing Body** – Responsible for the policy decisions of the school. This may or may not be the same as the members of the corporate organization.

**State Standards** – The State Board of Education adopted the Arizona Academic Standards to be incorporated into curricular and instructional practices. The standards may be downloaded from [www.ade.az.gov/standards/contentstandards.asp](http://www.ade.az.gov/standards/contentstandards.asp).

**Unit Lesson Plan** – Representation of sequenced instruction (goals, objectives, and activities) that requires student demonstration of performance objectives identified in the State standards for an identified instructional period.

**Summative Assessment** – a means for evaluating student proficiency at the end of a unit.

**USFRCS** – Uniform System of Financial Records for Charter Schools prescribes the minimum internal control structure policies and procedures for charter schools for accounting, financial reporting, budgeting, attendance reporting, and various legal compliance requirements. USFRCS may be downloaded from [www.auditorgen.state.az.us/](http://www.auditorgen.state.az.us/). Schools that are excepted from the requirement of the USFRCS are required to submit policies that are in conformity with generally accepted accounting principles, generally accepted auditing standards, and federal and state law. Schools that are granted an exception from USFRCS still must comply with all statutory requirements and conditions of their charter contract. Being granted an exception to USFRCS is an exception from maintaining daily reporting records in accordance with the USFRCS chart of accounts. However, since all financial reporting is submitted to the state (i.e. the budget and annual financial report) a cross-walk must be maintained at the school level to coordinate their chart of accounts with the USFRCS chart of accounts.

**Equalization Payment** – A monthly apportionment distributed to the school based on current year enrollment.

**Marketing Plan** – Description of how you will attract, hold, and increase your target population.

**Management Plan** – Description of roles and responsibilities of those in charge of the operation of the school.

**Financial Plan** – Narrative that supports the operational budget.

**Strategic Plan** – Means of implementing the business plan, mission, and goals.



Background, Fingerprint and Credit Check – Employment and education history, DPS, FBI, and personal credit history of individual.

Class 1 or Class 2 Fingerprint Clearance Card – Issued by DPS to an individual. More information may be obtained at [www.asbcs.state.az.us](http://www.asbcs.state.az.us).

### Scoring Rubric

The following will be used to score the areas of the application as indicated.

0 = Falls far below the expectations described in the rubric

1 = Approaches the expectations described in the rubric

2 = Meets the expectations described in the rubric

3 = Exceeds the expectations described in the rubric

<b>Comprehensive Program of Instruction</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Curricular Emphasis The philosophy described provides clear evidence of the principles, beliefs, and attitude of the school.				
Curricular Emphasis The methods of instruction to be implemented at the school provides clear descriptions of how the State standards will be taught, assessed, and tracked over time.				
Curricular Emphasis The implementation of the special emphasis of the school is clearly described.				
Curricular Emphasis The implementation of the special emphasis of the school aligns with the philosophy and methods of instruction provided.				
Curricular Emphasis The vision/mission of the school is aligned with the philosophy, methods of instruction, and special emphasis.				
Effectiveness Goals Includes complete, separate statements reflecting improved pupil learning measured by AIMS at elementary and high school levels.				
Effectiveness Goals Includes complete statements reflecting improved pupil learning measured by Stanford 9.				
Effectiveness Goals Includes complete statements about grading/mastery for subject matter/courses.				
Effectiveness Goals Additional pupil learning goals align with the method of instruction described.				
Effectiveness Goals Includes complete statements reflecting measurement/attainment of mission statement.				
Effectiveness Goals Goals, objectives, and measurement criteria align with the mission of the school.				

Unit Lesson Plans Lesson plans represent the application requirements for the grade levels served.				
Unit Lesson Plans Lesson plans align with the methods of instruction described.				
Unit Lesson Plans Lesson plans identify the performance objectives of the State standards to be addressed.				
Unit Lesson Plans Lesson plans reflect the special emphasis of the school.				
Summative Assessment Summative assessment is aligned with the lesson plans.				
Summative Assessment Summative assessment reflects the method of instruction described.				
Summative Assessment Summative assessment provides opportunities for students to demonstrate proficiency of identified performance objectives.				
Discussion and Examples of Monitoring Discussion includes means of ensuring teachers are provided with and understand the Curricular Emphasis and Effectiveness Goals of the school.				
Discussion and Examples of Monitoring Description of means of ensuring all teachers know, by grade level and content area, what must be taught and to what level.				
Discussion and Examples of Monitoring Description of how students' progress toward mastery of State standards will be tracked over time is provided.				
Discussion and Examples of Monitoring Example of how students' progress toward mastery of State standards will be tracked over time is provided.				
Discussion and Examples of Monitoring Description of how site administrator will ensure the appropriate integration of State standards into the instructional practices of individual teachers is provided.				
<b>Detailed Business Plan</b>				
Start-up Plan Provides a description of the minimum facility requirements to execute the charter, as described in this application.				
Start-up Plan Includes a justification for the acquisition of the facility and implementation of Start-up Plan.				

Start-up Plan Describes process for recruiting students and personnel.				
Start-up Plan Includes timeframe for adopting policies and procedures.				
Start-up Plan Includes a timeline for implementing the Start-up Plan				
Start-up Budget Budget adequately reflects the Start-up Plan.				
Operational Plan Includes a description of the financial management of the organization.				
Operational Plan Includes a description of the day-to-day management of the organization.				
Operational Plan Includes a description of the marketing and projected growth of the organization.				
Operational Plan Includes a strategic plan that represents a timeframe for implementing the operational plan.				
Operational Plan Aligns with the other pieces of the application.				
Operational Budget Adequately reflects the Operational Plan.				
<b>USFRCS Exemption Narrative (optional)</b>				
Alternative procedures include reference to following GAAP.				
Alternative procedures include reference to following GAAS.				
Includes policies for procurement.				
<b>Organization Structure</b>				
○ Description of Governing Body responsibilities and terms.				
○ Description of roles and responsibilities of individuals responsible for the day-to-day operation of the school.				
○ Organizational flow chart reflects the flow of information to and from stakeholders.				
○ Organizational flow chart reflects a management structure consistent with the information provided within the application.				

**Administrative Completeness Checklist** (to be completed by the Arizona State Board for Charter Schools staff)

In completing the Administrative Review, the following items will be evaluated to determine whether an application is complete. Any section not complete, including items left blank or unanswered, will result in an application being deemed INCOMPLETE. Notice of deficiencies will be sent to the applicant within 15 business days of receipt of application.

**Incomplete applications will not be forwarded to the Board. Applicants may re-apply if a new application is submitted prior to the December 13, 2002 deadline.**

\_\_\_\_\_ **Cover Sheet – Attachment A**

- \_\_\_\_\_ School Name
- \_\_\_\_\_ Applicant Name
- \_\_\_\_\_ Table of Contents
- \_\_\_\_\_ Signature Box Complete

\_\_\_\_\_ **Title Page – Attachment B**

\_\_\_\_\_ **Target Population – Attachment C**

\_\_\_\_\_ **Comprehensive Program of Instruction**

- \_\_\_\_\_ Curricular Emphasis
  - \_\_\_\_\_ Philosophy
  - \_\_\_\_\_ Methods of Instruction
  - \_\_\_\_\_ Special Emphasis
  - \_\_\_\_\_ Mission
- \_\_\_\_\_ Effectiveness Goals – Attachment D
- \_\_\_\_\_ Lesson Plans and Summative Assessments
- \_\_\_\_\_ Discussion and Examples of Monitoring
  - \_\_\_\_\_ Dissemination of Information
  - \_\_\_\_\_ Plan for Tracking Student Progress
  - \_\_\_\_\_ Example for Tracking Student Progress
  - \_\_\_\_\_ Teacher integration of State standards into Instruction

\_\_\_\_\_ **Detailed Business Plan**

- \_\_\_\_\_ Start-up Plan
  - \_\_\_\_\_ Facility Requirements
  - \_\_\_\_\_ Recruiting Students
  - \_\_\_\_\_ Recruiting Staff
  - \_\_\_\_\_ Policies and Procedures
  - \_\_\_\_\_ Timeline
  - \_\_\_\_\_ Justification of Acquisition of Facilities

**Detailed Business Plan continued**

- \_\_\_\_\_ Start-up Budget
- \_\_\_\_\_ Operational Plan
  - \_\_\_\_\_ Financial Plan
  - \_\_\_\_\_ Management Plan
  - \_\_\_\_\_ Marketing Plan
  - \_\_\_\_\_ Strategic Plan
- \_\_\_\_\_ Operational Budget – Attachment E

\_\_\_\_\_ **USFRCS/Procurement Exception**

- \_\_\_\_\_ Not Seeking an Exception
- \_\_\_\_\_ or
- \_\_\_\_\_ Narrative Included

\_\_\_\_\_ **Organizational Structure and Governing Body**

- \_\_\_\_\_ Description of Governing Body
- \_\_\_\_\_ Day-to-day Operation
- \_\_\_\_\_ Flow Chart

\_\_\_\_\_ **Background Information Sheet and Resume –Attachment F**

- \_\_\_\_\_ Authorized Agent Information Sheet
- \_\_\_\_\_ Authorized Agent Resume
- \_\_\_\_\_ All Governing Body Information Sheets
- \_\_\_\_\_ All Governing Body Resumes
- \_\_\_\_\_ Individuals Responsible for Day-to-day Operation Information Sheets
- \_\_\_\_\_ Individuals Responsible for Day-to-day Operation Resumes

\_\_\_\_\_ **Affidavit for Background Check – Attachment G**

\_\_\_\_\_ **Fingerprint Clearance Card**

- \_\_\_\_\_ Copy of Card
- \_\_\_\_\_ or
- \_\_\_\_\_ Copy of Fingerprint Clearance Card application

\_\_\_\_\_ **Articles of Incorporation and By-laws**

\_\_\_\_\_ **Compliance Assurances – Attachment H**